HAVER & BOECKER

CODE OF CONDUCT

HAVER & BOECKER

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FOREWORD

We all bear responsibility for the reputation of HAVER & BOECKER. This Code of Conduct sets out a common system of values and principles, which is intended to serve as a model for all employees, i.e. shareholders, managing directors, managers and staff of the HAVER & BOECKER Group, in their daily work. It defines the basic principles for our behaviour within HAVER & BOECKER and in relation to our partners and the public. It sets out the principles of our entrepreneurial activities and is an expression of our corporate value.

Our Code of Conduct is not a control system but a guideline for behaviour that is in line with the corporate culture of HAVER & BOECKER. It is based on integrity, safety, respect and sustainability.

HAVER & BOECKER pursues and supports the commitment of the United Nations and is guided by the universal principles and the Sustainable Development Goals of the UN Global Compact* for responsible corporate governance. For HAVER & BOECKER sustainable economic, social and ecological action is a natural and indispensable element of its corporate culture.

The Code of Conduct sets out minimum standards that apply throughout the Group. Violations are dealt with and consistently eliminated in the interest of all employees and the HAVER & BOECKER Group.

All employees are called upon to fill the Code of Conduct at HAVER & BOECKER with life.
We are proud that our behaviour is in line with it.

Walter Haver, Niklas Haver, Florian Festge

*www.unglobalcompact.org/sdgs

ABOUT US

HAVER & BOECKER is a family-managed, midsize company with headquarters in Oelde, Westphalia, Germany. HAVER & BOECKER OHG comprises the Wire Weaving and Machinery Divisions. Together with more than 50 subsidiaries and 150 representatives on all five continents, HAVER & BOECKER operates worldwide.

The **Wire Weaving Division** manufactures woven wire cloth and processes it into engineered woven wire products. They are used for screening and filtration in the chemical, plastics and automobile industries, in aviation and aerospace, electronics, industrial and analysis screening, in the food industry as well as for architectural applications.

The **Machinery Division** and its technology brands HAVER & BOECKER, HAVER & BOECKER NIAGARA, IBAU HAMBURG, SOMMER, FEIGE FILLING, BEHN + BATES, AVENTUS, NEWTEC BAG PALLETIZING, HAVER Automation and HAVER Engineering is specialized in processing, transport, storage, mixing, filling, packing, palletizing and loading of bulk materials.

GENERAL PRINCIPLES, LAW AND ORDER

HAVER & BOECKER is committed to fulfilling its social responsibility in all its business activities. All employees are therefore required without restriction to comply with all applicable legal regulations and internal company rules at home and abroad in all business activities and decisions.

Employees are requested to inform themselves at all times about the legality of their actions. They are supported in this by the contact persons in the respective areas.

SOCIAL RESPONSIBILITY

HUMAN RIGHTS AND LABOUR STANDARDS

As a globally operating company, HAVER & BOECKER is committed to respecting and supporting internationally recognised human rights. As a socially responsible company, HAVER & BOECKER rejects any form of forced labour or comparable work and is against any form of child labour.
HAVER & BOECKER pays its employees an appropriate remuneration in accordance with local market conditions and the applicable collective agreements.
Employees receive all benefits prescribed by law.

FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE ASSEMBLY

All employees of HAVER & BOECKER have the right to assemble for peaceful purposes, to form organisations of their choice, to join them and to conduct collective bargaining. This includes joining trade unions, appealing to the workers' representatives or being a member of works councils. However, no one is forced to join an association. HAVER & BOECKER respects these rights in accordance with local laws.

EQUAL TREATMENT AND OPPORTUNITIES, ANTI-DISCRIMINATION

Fairness, respect, team spirit, openness and a sense of tradition form the basis for an appreciative cooperation at HAVER & BOECKER.
Respectful interaction, in which the strengths of each individual are promoted and joint solidarity is at the forefront, characterises the working environment at HAVER & BOECKER.
Every employee should treat all people in his or her environment equally regardless of any legally protected characteristics. This includes not only but especially national or ethnic origin, skin colour, religion, age or gender.

HEALTH AND SAFETY AT WORK

Compliance with occupational health and safety laws and intensive cooperation with institutions and experts in occupational medicine and safety support the HAVER & BOECKER management in preventing illness and accidents. Responsible action for the benefit of oneself and other employees is a prerequisite.

HAVER & BOECKER ensures a clean, healthy and safe environment in which employees can work in accordance with the applicable health and safety laws.
The employee is actively involved in maintaining this environment. Responsible action for the benefit of oneself and other employees is a prerequisite.

General safety instructions and those relating to the respective workplace must be observed. Suggestions for further improvement of the working environment can be discussed with the supervisor at any time.
In particular safety-relevant improvements are implemented immediately.

ENVIRONMENTAL RESPONSIBILITY

RESPONSIBLE USE OF NATURAL RESOURCES

Long-term management is the hallmark of sustainable success at HAVER & BOECKER. Preventive measures for the conservation of natural resources play an important role within the continuous process optimisation. Every single employee should handle natural resources and energy responsibly in order to improve the overall environmental impact.

EFFICIENT PROCESSES

Investments and consumption are evaluated and optimised in terms of their environmental impact. In order to learn from the best Haver & Boecker, together with other companies, has co-founded a supra-regional energy efficiency network, in which experiences are continuously exchanged and current developments observed.

TRAINING

Health-conscious and sustainable behaviour is encouraged at Haver & Boecker during the training of new employees. Trainees are encouraged as "environmental scouts" to stimulate and implement savings potentials and energy efficiency projects.

ETHICAL BUSINESS CONDUCT

INTERNAL AND EXTERNAL COMMUNICATION

The basis of HAVER & BOECKER's corporate culture is transparent, prompt and reliable internal and external communication. Information made available to the public is truthful. In addition, decisions are made transparent by regularly informing employees about goals, plans and company processes.

FAIR COMPETITION

HAVER & BOECKER pursues fair competition by committing itself to a market economy. In order to ensure free competition, all employees are required not to enter into any anti-competitive agreements with competitors, suppliers or customers. Furthermore, HAVER & BOECKER convinces by presenting its own strengths and innovations, but not by devaluing competitors.

CONFLICTS OF INTEREST

HAVER & BOECKER's business relationships are based on objective criteria such as price, performance or the existence of an established and fair cooperation. Employees avoid any collision of their private interests with those of the company and commit themselves to a loyal and transparent attitude towards their colleagues.

OBJECTIVE BUSINESS POLICY

Material or moral dependencies must not play a role in dealing with business partners. Objective observation of suppliers, service providers or customers strengthens impartiality and forms the basis for the business policy of HAVER & BOECKER.

PURCHASING POLICY

The purchasing policy at HAVER & BOECKER follows the principles of responsible procurement according to process and performance requirements, which leads to measurable and noticeable improvements in the supply chain. Building on the existing business relationships, work is being done together with suppliers on an industry-leading sustainability programme.

HAVER & BOECKER demands fair prices from its suppliers which are based on industry standards. The supplier is responsible for his pricing and is obliged to constantly improve the relationship between price, performance and quality.

PROTECTION AGAINST CORRUPTION AND BRIBERY

Business transactions of HAVER & BOECKER are based exclusively on the quality and performance of products and services. Gifts and benefits that could influence business decisions may not be accepted or given.
Commissions and fees paid to consultants and/or sales representatives must be reasonable in relation to the services rendered. No commissions or fees which could be considered unreasonable may be agreed.
Contracts with consultants and/or commercial agents and similar agreements may not be used to make payments in favour of employees or other representatives of customers or public officials.

TAXES AND MONEY LAUNDERING

HAVER & BOECKER fulfils its social responsibility in fulfilling its tax obligations and combating money laundering. Clean and transparent accounting is a prerequisite for this. Every employee is obliged to ensure that the products and services of HAVER & BOECKER are not used for the purpose of money laundering or other criminal activities.

FOREIGN TRADE AND EXPORT CONTROL

National and international customs laws are respected by HAVER & BOECKER. Foreign trade, anti-terrorism and embargo regulations are observed to ensure the protection of the international community and the general public.

PROTECTION OF COMPANY PROPERTY AND PROPERTY OF BUSINESS PARTNERS

The company value of HAVER & BOECKER is based on the ideas and innovative strength of its employees. The protection of material and intellectual property is a high priority at HAVER & BOECKER. This applies to internal databases as well as to the respectful handling of external property.
Company property may not be used for external purposes. Exceptions should always be approved by the respective supervisor. The property of third parties (e.g. business partners) to which employees have access must be treated with the same care. It may only be used for business purposes within the agreed and required framework.

CONFIDENTIALITY AND DATA PROTECTION

Employees handle sensitive and confidential information that is necessary for the performance of their duties. Confidential information and data are named and marked accordingly.
HAVER & BOECKER encourages employees to handle this confidential information responsibly. Each individual employee is responsible for the protection of this information and may not reproduce it or pass it on to persons who are not authorised to inspect it.
Employees are obliged to comply with the laws on data protection and information security as well as official regulations when collecting, storing, processing, transmitting and passing on information.

PRACTICAL IMPLEMENTATION

The HAVER & BOECKER Code of Conduct is part of the everyday working life of all employees of the HAVER & BOECKER Group. Executives have a role model function and their actions must be particularly measured against the principles of the HAVER & BOECKER Code of Conduct.

Any violation of the principles of the HAVER & BOECKER Code of Conduct is also a violation of labour law obligations. Such a violation can lead to a warning, in individual cases even to a termination of the employment relationship in consideration of the applicable labour law provisions. A violation of the principles of the HAVER & BOECKER Code of Conduct may have criminal relevance and will be prosecuted according to the applicable criminal law.

HAVER & BOECKER provides its employees with appropriate information in order to avoid potential violations of laws and regulations of the HAVER & BOECKER Code of Conduct. Should any questions remain unanswered, each employee can direct these questions at any time to his or her direct superior, the responsible personnel department or the legal department in Oelde. For further questions regarding the HAVER & BOECKER Code of Conduct, all employees can also contact the central e-mail address legal@haverboecker.com.

If a HAVER & BOECKER employee notices a violation of the principles of the HAVER & BOECKER Code of Conduct or suspects a violation of the principles of the HAVER & BOECKER Code of Conduct, he/she should report such a violation or suspected violation as soon as possible. The contact person for this is, at the employee's choice, his direct superior or the legal department in Oelde. Responsible employees will deal with the matter immediately. If the violation or suspicion of a violation of the principles of the HAVER & BOECKER Code of Conduct is confirmed, appropriate measures will be taken immediately.

HAVER & BOECKER shall treat the content of an employee's report and/or his identity as strictly confidential. Content and identity will only be made available to those groups of persons who require this knowledge to process the reported matter.

An employee who makes use of his right to report is not expected to suffer any disadvantages as a result. Should an employee believe that he/she is being reprimanded or mistreated because of the notification of a violation or the suspicion of a violation of the principles of the HAVER & BOECKER Code of Conduct, he/she should immediately contact the legal department in Oelde.

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